

*APPENDIX
C*

*HUMAN
RESOURCES
(PERSONNEL)
POLICIES
CHECKLIST*

HUMAN RESOURCES (PERSONNEL) POLICIES

A Checklist

All public libraries should have up-to-date copies of the following policies available in the library. All employees of a county public library system shall be subject to the provisions of item (7) of Section -9-30, Code of Laws of South Carolina, 1976, as amended. The library may establish policies that are not in conflict with county policies.

HIRING PRACTICES

- Recruitment
- Requirements/Qualifications
- Vacancies
- Appointments
- Nepotism

PERSONNEL ACTION

- Probation Period
- Performance Appraisal
- Position Classification
- Promotion
- Demotion
- Transfer
- Disciplinary Action
- Grievance
- Personal Records
- Termination
- Layoff and Recall Procedures
- Resignation
- Outside Employment/Dual Employment

EMPLOYEE BENEFITS

- Leaves of Absence
 - Sick Leave
 - Short-Term Disability
 - Long-Term Disability
 - Worker's Compensation
 - Family Leave
 - Vacation
 - Holidays
 - Personal Leave or Floating Holidays
 - Compassionate or Funeral Leave
 - Education/Administrative Leave

- Leave Without Pay
- Military Leave
- Sabbaticals Leave
- Research or Professional Development Leave
- Other Leaves of Absence
- Insurance
- Retirement
- Job Sharing
- Staff Development and Training
- Grievance
- Other Benefits

CONDITIONS OF WORK

- Hours of Work
- Attendance and Reporting Absences
- Confidential Records
- Emergency Closing
- Personal Attire and Habits
- Safety
- Substance Abuse
- Standards of Conduct
- Harassment
- Drug Free Environment
- Smoke Free Environment

COMPENSATION

- Pay Period
- Position Classification
- Pay Increases
- Longevity
- Merit
- Overtime
- Taxes (Federal, State, Local)
- Insurance
- Retirement
- Compensatory Leave
- Voluntary Deductions
- Separation Pay
- Health and Accident Insurance
- Life Insurance
- Tort Insurance
- Deferred Compensation
- Social Security
- State Retirement System
- Worker's Compensation
- Staff Parking

- Other (i.e., Employee Assistance Program)

WORKPLACE STANDARDS

- Gifts and Gratuities
- Selling and Soliciting
- Personal Phone Calls
- Family at Work
- Dress
- Political Activities

FEDERAL LEGISLATION

- COBRA (Consolidated Omnibus Budget Reconciliation Act)
- FLSA (Fair Labor Standards Act)
- EEOC/ Affirmative Action (Equal Employment Opportunity Policy)
- FMLA (Family Medical Leave Act)
- ADA (Americans with Disabilities Act)

NOTE: Volunteers in libraries, as far as employment policies and practices are concerned, will be treated, so far as is possible, as if they were regular paid staff. All the principles that relate to sound personnel administration, including recruitment, orientation, performance evaluation, and training and development, should apply to the library's volunteer program. Planning for the use of library volunteers must include clarification of their status regarding such items as compensation for work-related injuries, insurance coverage when operating a library vehicle, and related benefits.